



## Building Inspector I

**Department:** Building Inspections

**EEO Code:** 23

**Class Code:** 2421

**FLSA:** N

**Effective:** 01/10/1992

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### **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of moderate difficulty in inspecting single family dwellings for compliance with Uniform Statewide Building Code; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Conducts on-site inspections of single family dwellings to ensure that all applicable State and County ordinances and regulations are met; receives inspection request forms and plans daily schedule; performs inspections in area of specialization to include either building, electrical, mechanical or plumbing; completes reports on each inspection made and turns into office for recording; issues notices for corrections to persons responsible for conformance; obtains evidence and prepares reports concerning violations which have not been corrected; interprets legal requirements and recommends compliance procedures to contractors and homeowners; answers questions in person and on the telephone on building code requirements related to specialization; maintains liaison with other inspectors as to locations and timing of inspections required; attends meetings and seminars on latest developments in building code requirements and building materials and products; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Good knowledge of the building code requirements for area of specialization, of building construction, materials and techniques; of basic architectural and engineering practices.

Working skill in conducting on-site inspections and in approving or rejecting work as performed; in dealing effectively and impartially with contractors, architects and property owners including the explanation of code requirements in inspection problems and questions encountered.

Ability to work in adverse weather conditions; to climb ladders and stairs; to crawl underneath homes.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of the core requirements for a high school diploma and four years of experience in building construction, including one year in a supervisory or inspection capacity; or an equivalent combination of training and experience. Certification by the Virginia Department of Housing and Community Development as a building inspector is required within one year of employment. Must possess a valid vehicle operator's license.

### **ADDITIONAL REQUIREMENTS:**

None.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.